

REGISTERING IN TAP

TAXPAYER ACCESS POINT (TAP)

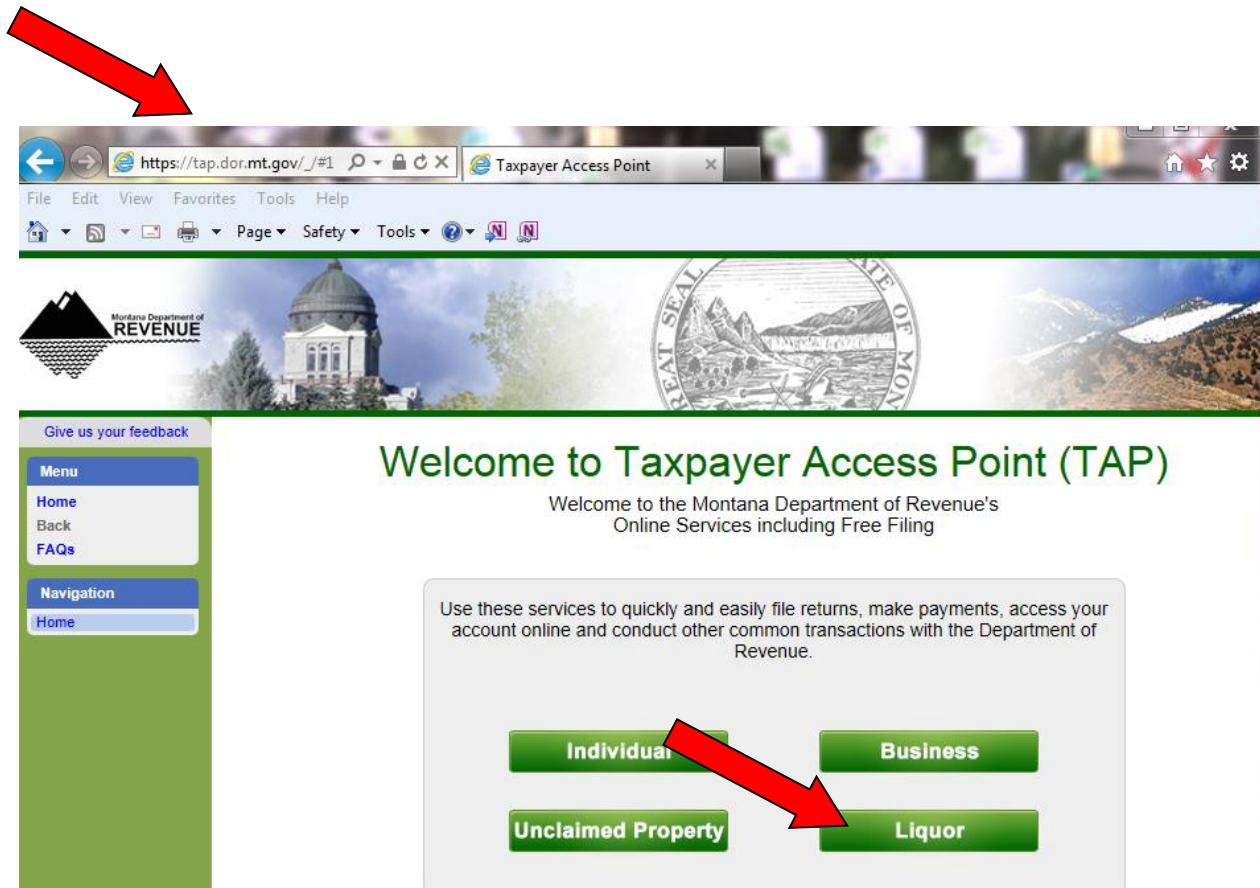
(Registration is a one-time occurrence for you to access TAP)
If you are an existing user there is no need to register again.

Go to the TAP website at https://tap.dor.mt.gov/_/#1

(you can add this website to your favorites)

Now at the "TAP" Website

Click "Liquor"



Click "Sign Up Now"

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Liquor Services

The Liquor Control Division is committed to providing quality electronic services to customers with liquor vendor accounts, agency store owners, liquor licensees and registrants. To log in to your account or sign up for account access, please click on one of the links below TAP Services. Other Services are available for all users. If you experience any problems, please contact us toll free at (866)-859-2254 or 444-6900 (in Helena)

TAP Services

Login REQUIRED

[Login](#)

[Sign up Now!](#)

Other Services

[Vendor Calculator](#)

[Vendor Calculator - Up](#)

[License Search](#)

[Server Training Submit](#)

[Server Training Search](#)

Login Services Include:

- *Make and view payments*
- *Request name and address changes*
- *File & Pay Liquor License Renewals*
- *File requests for license changes, alterations, non-use status*
- *File catering reports & wholesale agreements*
- *File, view & amend beer, wine & hard cider tax returns*
- *View & print orders, backorders, invoices and coupons (Agency Liq. Stores only)*
- *Online ordering (Agency Liquor Stores only)*
- *Access product reports*

Revised 3/8/2013

Call 406-444-0719 or
800-332-6135, option 2

email: MLohrman@mt.gov Page 2

Click "Select Account Type"

Give us your feedback

Sign up for TAP access

Step 1: [Select Account Type](#)

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Cancel

Click on the drop down box under "Select Your Account Type" and

Click "Agency Liquor Store Account"

No need to change Professional Tax Preparer or enter SSN or FEIN

Click OK

Select your account type, or if you are a tax preparer enter your SSN or FEIN

Taxpayer

Select Your Account Type

OR

Are you a Professional Tax Preparer?

No

As a tax preparer, enter your SSN or FEIN

OK Cancel

Click “Business Account Registration”

Give us your feedback

Sign up for TAP access

Step 1: **Select Account Type**

Account Type: Agency Liquor Store Account

Step 2: **Business Account Registration** << Needs Correction

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Cancel

“Needs Correction” appears because you haven’t completed registration.

Enter your “Liquor Account Number” (XXXXXXX -XXX-LIQ). We will provide you with your Account Number if you don’t have it. Enter the “Zip Code” of the store location.

Click Ok

Account ID Required

Zip Code (for your account) Required

OK Cancel

Enter "Profile Information"

Enter the information needed in each "Required" field in the "Profile Information Section". The "User ID" must be six or more characters for logging in. The "User ID" and "Password" fields are case sensitive.

If you would like your initial "Authorization Code" text messaged to you, please fill out the information in the green boxes at the bottom of the page. This will allow you to access your account information if you are not at the store (i.e. account's office).

Click Ok

The screenshot shows a registration form titled "Profile Information:". It contains several sections: "Profile Information:" with fields for "Your Name", "Email Address", "Confirm Email Address", "Contact Phone", and "Alternate Phone"; "Login Information:" with fields for "User Id*", "Password**", and "Confirm Password"; and "Secret Question:" with a dropdown for "Secret Question" and a text field for "Secret Answer***". Below these are optional fields for "Choose your cellular service provider:" and "Phone Number Receiving Text Message", both highlighted in green. At the bottom, there are "OK" and "Cancel" buttons. Red arrows point to the "Your Name" field, the "Choose your cellular service provider:" dropdown, and the "OK" button. The form also includes footnotes explaining the requirements for User Id, Password, and Secret Answer.

Profile Information:

Your Name Required

Email Address Required

Confirm Email Address Required

Contact Phone Required

Alternate Phone

Login Information:

User Id* Required

Password** Required

Confirm Password Required

Secret Question: The secret question and answer will be used to reset your password if you forget it

Secret Question Required

Secret Answer*** Required

Optional: If you would like your initial Authorization Code text messaged to you, please fill out the information below. Standard Text Messaging rates will apply.

Choose your cellular service provider: Required

Phone Number Receiving Text Message

* User Id is case sensitive, and may be a minimum of six characters long.

** Password is case sensitive, may be a minimum of six characters long, and must contain at least one numeric and one alphabetic character.

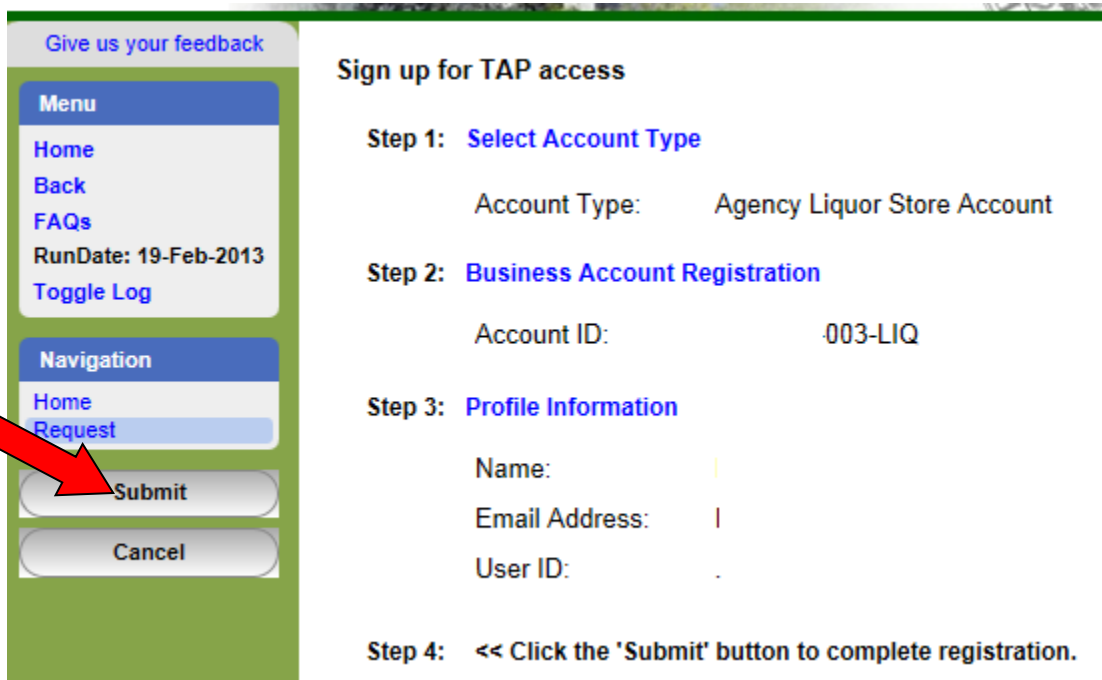
*** Secret answer is case sensitive. Please choose your secret answer carefully, and make sure you remember it. If you forget your password, you will need your secret question and answer in order to change it.

OK Cancel

IMPORTANT:

Please remember your User Id (Username) and Password so you can access your TAP account in the future.

Click "Submit" button to Complete Registration



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Cancel

Sign up for TAP access

Step 1: Select Account Type

Account Type: Agency Liquor Store Account

Step 2: Business Account Registration

Account ID: 003-LIQ

Step 3: Profile Information

Name: |

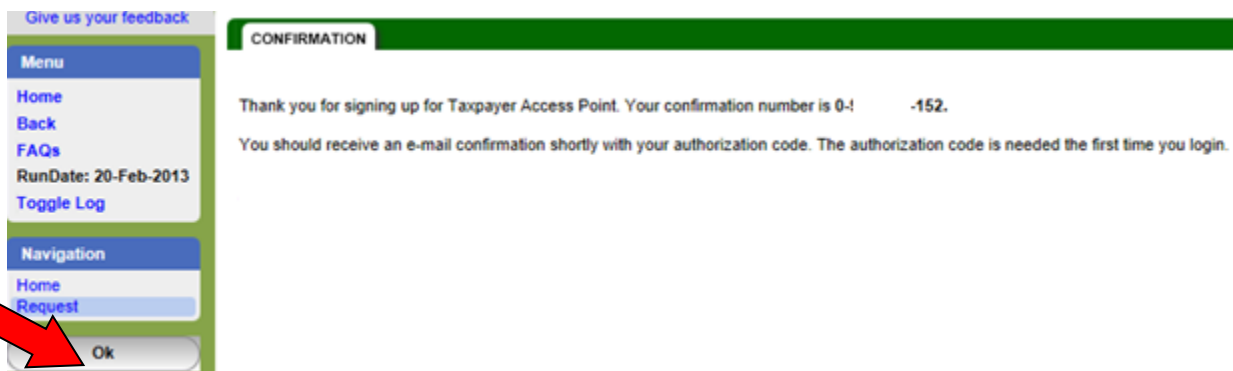
Email Address: |

User ID: .

Step 4: << Click the 'Submit' button to complete registration.

Once you click on Submit you will get the below Confirmation.

Click Ok. This will take you to the TAP sign on screen.



Give us your feedback

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Ok

CONFIRMATION

Thank you for signing up for Taxpayer Access Point. Your confirmation number is 0-1 -152.

You should receive an e-mail confirmation shortly with your authorization code. The authorization code is needed the first time you login.

You will receive an authorization code in your email. You will need this code for your **first login** to place a liquor order in TAP. Copy authorization code from your email and paste it into the TAP.

Remember you only have to register one time and use your authorization code one time.

Once you are registered, you don't have to worry about registering again.